**Library Director’s Report**

**May 2021**

**By Crystal Spybuck**

* Staff update: Carolyn G. is helping with the Friends Sale section, Charlie B. is helping on Thursdays, and Becky M. helped Kee with inventory. We have a new volunteer applicant, Sharon P. that I am processing. All paid staff members have received their Covid vaccines.
* I advertised our new hours starting on May 10th.
* The Frist Friday Fellows book club met in person on May 7th and violated our rules of masking. They brought lunches and met with their masks off. Some of the members then came into the main part of our library with their masks off. Before they met in person, they were reminded of our mask policy.
* Other library groups continued to meet online.
* Election:
	+ I set up the Large Conference Room for the election on April 15th and 16th.
	+ I printed and organized all documents needed for the election.
	+ I worked with Landa Jones from the Blanco ISD to set up and test the AutoMark machine for the election and ran the test ballots for the ESD and BCSLD.
	+ As Early Election Clerk, I helped open in the mornings for poll workers, administered oaths, ate lunch onsite most days to be available to help poll workers, gave poll workers breaks, cleaned up at the end of the election days, and worked my regular hours in the library.
	+ At the end of the election I made sure the ballots and paperwork were organized and secured.
	+ Monitored mail for final 3 mail-in ballots. None came by close of business 5/7/21.
	+ Final payroll has been submitted to our Bookkeeper for accounting and payments.
	+ I returned voting equipment to Landa Jones at Blanco ISD.
* I conducted weeding on the Fiction section to give myself non-electronic projects to work on when helping at the election station.
* Apache Air and Heat replaced the air handler for one of the main units in the library. During this process, one of their technicians dropped something and damaged my desk. Apache will be working with us to correct the situation.
* HOT IT will be sending a representative on May 18th at 10 am to review our current equipment for replacement and future needs.
* Biblionix encountered an issue on April 20th that caused an issue for all of the items Brian and I ordered that day. I contacted the company and they resolved some of the issues in a few days, but some of them are lingering. This may cause a problem with our program’s online budget for the end of fiscal year.
* Installed new door counter
* I re-installed some of our metalwork from the storage room.
* I worked on updating staff job descriptions and evaluations to meet actual jobs performed.
* I gathered research of job descriptions for circulation desk workers and drafted a job description for our new employee.
* I am working with the Friends of the Blanco Library to advertise their 9-week online auction.
* The Friends will have their Annual Meeting online and I have sent out reminders to the membership at large.
* Streaming Storytime is taking a break for the summer while Brian is doing the Summer Reading Program.
* Contacted select volunteers to plan full opening for June. A good number of volunteers are already booked for June, but are open to discussing July.
* With going to full time, we will stop putting reserve items on the porch, but we will still have reservations on hold for grab-and-go in the library.
* Added funds to Advantage account and added new materials, see increased usage:

OverDrive Advantage stats for April 2021:

* + # of Advantage e-books owned: 54
	+ # of Advantage e-audiobooks owned: 23
	+ Advantage Checkouts: 48